

# Design-Build Change Order Checklist

<b>Cont. #:</b> ..... <b>Cont. Title:</b> ..... <b>C.O. #:</b> ..... <b>C.O. Title:</b> .....		If Yes, Approval from State Construction Office Required
<b>I. Executed by the State Construction Office</b>		
1. Cost or credit equal to or exceeding \$500,000.*3	<input type="checkbox"/> Yes <input type="checkbox"/> No	X
2. Change in the contract documents beyond the scope, intent or termini of the original contract. *2	<input type="checkbox"/> Yes <input type="checkbox"/> No	X
3. Termination of or Changes in Work Committed to DBEs..	<input type="checkbox"/> Yes <input type="checkbox"/> No	X
4. Change in contract time greater than 30 working days.	<input type="checkbox"/> Yes <input type="checkbox"/> No	X
<b>II. Executed by the Region</b>		
5. Determination of impacts and/or overhead.	<input type="checkbox"/> Yes <input type="checkbox"/> No	X
6. Design or construction work that does not comply with the Mandatory Standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	X
7. A change to a Chapter 1 General Provisions.	<input type="checkbox"/> Yes <input type="checkbox"/> No	X
8. A change to a technical requirement in any of the following sections: Geotechnical, Environmental, Pavement, Project Documentation, Bridges and Structures, Control of Materials, Minority, Small, Veteran and Women's Business Enterprises (MSVWBE) Goals, Quality Management Plan, or WSDOT Standard Specifications.	<input type="checkbox"/> Yes <input type="checkbox"/> No	X
9. Determination of changed condition (Section 1-04.7 of the Request For Proposal).	<input type="checkbox"/> Yes <input type="checkbox"/> No	X
10. Settlement of a claim (Section 1-09.11(2) of the Request For Proposal).	<input type="checkbox"/> Yes <input type="checkbox"/> No	X
11. Repair of damage regarding "Acts of God" or "acts of the public enemy or of government authorities (Section 1-07.13 of the Request For Proposal).	<input type="checkbox"/> Yes <input type="checkbox"/> No	X
12. A "no-cost" change based upon a determination of "equal or better".	<input type="checkbox"/> Yes <input type="checkbox"/> No	X

## Approvals obtained:

Project Engineer: **(REQUIRED)** ..... Date: .....  
 Region: **(REQUIRED)** ..... Date: .....  
 State Construction Office: **(REQUIRED)** ..... Date: .....

## To be completed by the Project Engineer :

CO Reason(s) (See CCIS Source/Outcome): .....  
 Change Order Prepared By: ..... Date: .....  
 Has change been entered as lesson learned? ☐ Yes ☐ No ☐ N/A  
 Has design documentation been updated? ☐ Yes ☐ No ☐ N/A  
 Is change approved by program management? ☐ Yes ☐ No ☐ N/A

## To be completed by the Region :

Is the change eligible for Federal participation? ☐ Yes ☐ No ☐ N/A  
 Change Order Reviewed By: ..... Date: .....

This form represents the **minimum** information required by the State Construction Office. \*3

\*1 Cost or Credit greater than \$200,000 on Federal Stewardship requires FHWA approval (see Construction Manual - Ch. 1-04.4)

\*2 Per RCW 47.28.050, any change beyond \$7,500 that is beyond the original scope shall go through the competitive bidding process.

\*3 Changes that do not meet any of the itemized criteria above may be executed by the PE with Region approval.